

Applicant guide to
ADMINISTRATIVE APPROVAL APPLICATIONS

WHAT IS AN ADMINISTRATIVE APPROVAL APPLICATION?

Administrative approval is necessary for projects that meet the criteria set forth in the Lewis County zoning matrix in LCC 17.42 (Rural Area Zoning Summary). Typically administrative review is required for mid-sized buildings and developments for which a Special Use Permit is not required. Some types of projects may also require review under the State Environmental Policy Act (SEPA).

HOW DO I APPLY?

Submit a completed permit application form, attach the supplemental information listed at the end of the application, and pay the required fees. Applications are accepted at the Permit Center at 2025 NE Kresky in Chehalis.

HOW IS THE APPLICATION PROCESSED?

After submission, the application is reviewed for completeness. Within 28 days of submitting the application, you will be notified that the application is complete, or if incomplete, the specific documents that are needed to complete the application. Once the application is deemed complete, a 120 day review clock begins.

County staff from Environmental Health, the Planning division, and the Building division will conduct a technical review of the application and may visit the project site. Additional information may be requested to complete this review, depending on the particular aspects of the project or conditions at the site.

The County will send a letter of notification to surrounding property owners, describing your proposal and asking for comment. You will be sent public notices and an affidavit of posting. The public notices must be posted on all the road frontages of the proposal site so that they are visible to adjacent property owners and passing motorists. After posting the notices, you must sign the affidavit of posting and have it notarized, then return it to the Community Development Department. The public notices have a ten (10) day comment period- starting with the date on the letter of notification, or the date of posting as defined by the date on the notarized affidavit- *which ever is later*.

All public comments received in response to this notice will be forwarded to you and will be used by staff in a review of the application. Notified property owners may also submit a written request for a public hearing within the comment period. The request must document valid grounds for the hearing and specify how the proposal adversely affects the requestor. *If such a request is received, you will be required to pay additional fees and may be required to submit additional information.* Once these requirements are met the application will be forwarded to the hearing examiner who will conduct a public hearing and decide to approve or deny the administrative review application.

If a State Environmental Policy Act (SEPA) review is required for your application, an Environmental Checklist must be submitted along with the SEPA fee. Staff reviews this checklist and issues a determination, indicating whether or not there are significant adverse environmental impacts are expected to result from the proposal. If there are impacts that cannot be mitigated, the applicant must prepare an Environmental Impact Statement (EIS). The 120 day review clock is stopped until the EIS is submitted. When SEPA is required the timeline for approval of an administrative review application will follow the standard SEPA timeline. A notice of application is published with a 15 day comment period before a determination is made. After the determination is made there is a 14 day appeal period before a SEPA permit can be issued. Administrative review approval cannot be granted until SEPA is issued.

WHAT IF I DISAGREE WITH THE DECISION?

Any party of record may appeal the decision. Parties of record are defined as the applicant, the owner of the property, any person who submitted a written comment, or any person who testified at a required hearing. Applications for an appeal of an administrative review application shall be submitted on an approved county form with the required fee, within 14 days of the date of the decision. The Hearings Examiner will hear and decide all administrative review appeals.

MORE QUESTIONS?

Please consult the Lewis County Code, or call the Planning Division at (360) 740-1146.

LEWIS COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue
Chehalis, WA 98532-2626

(360) 740-1146
FAX: (360) 740-1245

ADMINISTRATIVE APPROVAL APPLICATION

Application fee: **\$280**, Planning Review Fee **\$90** and Environmental Health Review Fee **\$390**. If a hearing is required, Hearing Examiner fee with Legal Publication fee \$850. Additional fees may apply.

FOR OFFICE USE ONLY:		
Application Number _____	Application Date: _____	Permit Technician _____
Date Distributed: _____		

1.

PROJECT NAME: _____
2.

APPLICANT:
Name _____

Address _____

Telephone/E-mail Home _____ Work _____ E-Mail: _____
3.

PROPERTY OWNER (If Other Than Applicant):

Name _____

Address _____

Telephone/E-mail Home _____ Work _____ E-Mail: _____
4.

SURVEYOR OR ENGINEER:

Name _____

Address _____

Telephone/E-mail Home _____ Work _____ E-Mail: _____
5.

PROPERTY LOCATION:

_____ 1/4, Section _____, Township _____ North, Range _____, WM

TAX PARCEL NUMBER(S): _____

SITE ADDRESS: _____
6.

BRIEF DESCRIPTION OF THE PROPOSAL: _____

Total number of Employees: _____ Number of employees who live on site: _____

Days and Hours of Operation: _____
7.

WATER SUPPLY:
Existing Source: _____

Proposed Source: _____
8.

SEWAGE DISPOSAL:
Existing Method: _____

Proposed Method:_____

9. ACCESS:
Existing Access:_____

Proposed Access:_____

10. SITE CHARACTERISTICS:
Total Size of Development Site:_____

Please list all existing (non-residential) buildings and the square footage of each:

Please list all proposed (non-residential) buildings and the square footage of each:

Total square footage of impervious surface (paved, covered, built on, gravel, etc.):

Existing: _____ Proposed:_____

Proposed number of dwelling units:_____

11. VEHICLES AND TRAFFIC:
How many vehicle trips will be generated daily to and from the site by the proposed use? Please include trips by employees, customers, delivery trucks, etc.

How will these trips be distributed by mode and time of day?_____

How many parking spaces will be provided?_____

12. ADJACENT PROPERTIES:
What provisions have been made to make the development compatible with the appearance and character of the surrounding area?

What provisions have been made to safeguard the adjoining properties against any detrimental effects caused by the development?

13. SUPPLEMENTAL INFORMATION:

All of the information listed below is required for a complete application. If you are unable to provide any of this information, or believe that it is not applicable to your project, please provide an explanation of why it has not been included. Please attach and label the following information to your application for submittal:

- 1. Detailed summary identifying all uses proposed for the site, including direct and accessory uses. All potential uses should be identified because approval will be limited to only those uses shown on the application or maps. All other uses will be prohibited.
- 2. A list of all property owners within 500 feet of the development site, and one addressed, stamped envelope for each. (A second set of envelopes will be required if a public hearing is requested).
- 3. A map or series of maps drawn to scale which show:
 - a. The boundaries of the designated area.
 - b. Dedicated rights of ways or easements over, across, or under the property to be reviewed for approval.
 - c. Existing roads, highways, and driveways abutting the site and within 500 feet of the site, and the principal access from the site to the nearest arterial or state highway.
 - d. Property ownerships within 500 feet of the site.
 - e. Wells within the development area or within 500 feet of the boundary of the site which are used for domestic use or identified through well log or water right records.
 - f. A general identification and location of critical areas on the site or within 500 feet of the site and the identification of all Type 1, 2, and 3 streams under WDF&W criteria, and any streams or water bodies subject to jurisdiction under Chapter 90.58 RCW, the State Shoreline Management Act.
 - g. The location and height of all existing and proposed structures and their square footage: houses, sheds, garages, barns, fences, culverts, signs, storage tanks, exterior lighting, outdoor storage areas, parking areas, loading zones, etc.
 - h. North arrow, scale, date, site address and directions to the site.
- 4. Soils report, as required by the Lewis County Sanitary Code, LCC 8.40 and 8.41, if new or altered on-site sewage systems are proposed.
- 5. Letters of service indicating that the proposal will be served by: police, fire district, and refuse disposal. If connection to a municipal or rural water and/or sewer system is proposed a letter of service is required from those providers. If dwelling units are proposed a letter of service is also required from the local school district.
- 6. Additional materials may be required, depending on the specific project, pursuant to LCC 17.160 (Procedures for Variances, Administrative Approval Uses, Special Uses and Appeals.) and other applicable county regulations (for example SEPA environmental checklist or JARPA application).

14. SIGNATURES

I/We certify that all of the information contained in, and attached to, this application is true to the best of my/our knowledge. Additionally, I/We certify that I/We have read and understand the limitations and conditions of Lewis County Code, especially Chapter 17.160 (Procedures for Variance, Special Uses, Administrative Approval and Appeals), and agree to comply with all conditions of approval.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

Notary Public in and for the State of

My office expires: _____